

Key contact details

Schedule A

Please complete this form and send it back to us with the Annual Return to ensure we have the correct details for your authority - please print to ensure we can read it clearly

Authority name and reference	PARISH COUNCIL. LIN080.
	Clerk/ Responsible Financial Officer (RFO) – if Clerk and RFO are different please supply details on separate sheet
Name	CHRISTING NEWTON.
Address	32 NEWTOWN SPILSBY LINCS PEZ3 SLE
Telephone no.	01790 753364.
Email address	chapelparish council e grant.com
	Chair
Name	MEL TURTON LEIVERS
Address	3 ANDREW AVENUE CHAPEL ST LEON ARDS PERH SYY
Telephone no.	01754. 875468
Email address	Mallewers 17147 ebt internet.com
	Person carrying out the independent internal audit
Name	MRS V CLARK.
Address	2 FRITH BANK. BOSTON PEZZ TIBA.
Telephone no.	01205 353885.
Email address	virtual PAE consultant com

If there are any subsequent changes to the above please send us an updated form or e-mail the new details to angela.j.ellison@uk.gt.com



Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

LEONAL UNCIL. NGUSTON	ROS PA	N080. Krsh
NOUSTON		
-().	Date:	15.5.17.
IENERS		
20,00,00	Date:	
	£	TOTAL £
s at 31		
5	512.8	6
		17 801.03
ber &		
NIA		0
JA		0
		17801.03
		Type equation here.
	nber &	Date: f s at 31 5512.8 (2288.17) hber & NIA

The net balances reconcile to the Cash Book for the year, as follows:		
CASH BOOK (receipts and payments/income & expenditure schedules)	£	
Opening Balance:	16151-	
Add: Receipts in the year:	141 389	
Less: Payments in the year:	139 739	
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017 Must equal total net bank balances above and Section 2, Box 8	17801	

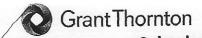


Schedule C1

Identifying which variances require explanation

Positive and negative variances must be explained

Authority name and reference					
Box on Section 2 Accounting Statements	(a) 2016 £	(b) 2017 £	(c) Variance Increase(+) or decrease(-) (b - a) £	(d) Variance divided by 2016 figure times 100 (c / a *100) %	Explanation required? Less than £250 and 15%? - NO More than 15%? - YES
Box 2 -Precept or Rates and Levies	59228	68650	9422	15.90	YES.
Box 3 -Total other receipts	64418	72739	8321	12.91	YES
Box 4 -Staff costs	58750	(2680	3930	6.68	YES
Box 5 -Loan interest/ capital repayments	0	٥	0	0	No.
Box 6 -All other payments	64226	77059	12833	19.98	YES.
Box 9 -Total fixed assets plus long-term investments and assets	251710	251710	0	0	NO.
Box 10 – Total borrowings	6	0	0	0	0.



Schedule C2

Suggested layout for explanations of individual variances

Authority name and reference	COUNCIL UN080.	
BOX NO	2	£
(b) Figure in 2017 c	olumn	68650
(a) Figure in 2016 c	olumn	59228
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		9422

Reasons (as many as are applicable)	Amount £
Reason 1 Increased to cover loss of Support grant	8200
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	8200.
(f) Unexplained amount £ of total variance at (d - e)	1222
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	.2
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.



Schedule C2

Suggested layout for explanations of individual variances

Authority name and reference	CHAPEL STLEON PARISHCOUNCIL	ARDS
BOX NO	2.	£
(b) Figure in 2017 co	olumn	72739
(a) Figure in 2016 co	olumn	64418.
(d) Total variance: A positive figure is a negative figure is		8321

Reasons (as many as are applicable)	Amount £
Reason 1 Increased income from Cemetery	6826.
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	6826.
(f) Unexplained amount £ of total variance at (d - e)	1495
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	2.32.
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

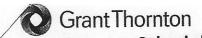


Schedule C2

Suggested layout for explanations of individual variances

Authority name and reference	PARISH COUNCIL.	
BOX NO	4	£
(b) Figure in 2017 co	olumn	62680.
(a) Figure in 2016 co	olumn	58750
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		

Reasons (as many as are applicable)	Amount £
Reason 1 INCREASE IN CLERIC'S HOURS	2130
Reason 2	
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	2130
(f) Unexplained amount £ of total variance at (d - e)	1800
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	3.06
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.



Schedule C2

Suggested layout for explanations of individual variances

Authority name and reference	PARISH COUNCIL	05
BOX NO	6.	£
(b) Figure in 2017 c	olumn	77059
(a) Figure in 2016 c	olumn	64226
(d) Total variance: 2017 figure less 2016 figure: (b - a) A positive figure is an increase (+) a negative figure is a decrease (-)		

Reasons (as many as are applicable)	Amount £
Reason 1 STAFF COMPENSATION CLAIM	12.000
Reason 2 PROFESSIONAL FEES.	800.
Reason 3	
(e) TOTAL AMOUNT £ EXPLAINED (total of reasons above)	12800
(f) Unexplained amount £ of total variance at (d - e)	33
Unexplained as % of 2016 figure (f / a *100) (must be below 15%)	0.05
Confirm unexplained amount is less than 15% of 2016 figure YES – satisfactorily explained NO – provide further explanations	YES.

GRANT THORNTON Schedules for submission to external auditor

Schedule E

Analysis of earmarked reserves

Authority name and reference PARISH COUNCIL. UN 080

Purpose and nature of reserve	Held as short-term or long-term investment?*	Amount £
TOREPAY LOAN FROM ELDC	shart	12000-
	(a) TOTAL	12.000-

Note: * short-term investments would be included in Box 8 of the Accounting Statements in the Annual return; long-term investments would be in Box 9.

Please provide an explanation for any high level of general reserves if over 3 times (or less than 0.1) of the precept/rates and levies.

	£		
(b) Precept/rates and levies (Accounting Statements Box 2)	68650.		
(c) Balance carried forward (Accounting Statements Box 7)	17801		
(d) Amount of balances less total earmarked reserves (c – a)	5801		
Ratio of balances less earmarked reserves to Precept/rates and	0.00		
levies (d / b)	0.08		
Reason if over 3 times or less than 0.1			
NO RESERVES AND FUNDS HELD OVER TO REPAY COMPENSATION CLAIM			
TO KEPAY COMPENSATION CLAIM			

CHAREL PARISHACOUNCIER AUTHORITY

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

The statement of accounts for <u>Chapel St Leonar</u> published today is unaudited and may be subject to change.	clo ParishCouner
* insert name of Smaller Authority	
2. Signed by: Signature:	
Date: 14.6.17	
RESPONSIBLE FINANCIAL OFFICER	

A&A 2015 Regulation 15(2)(a)(i)(aa)

NSERT NAME OF SMALLER AUTHORITY CHAPEL ST LEONARDS PARISH COUNCIL NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE

EXERCISE OF PUBLIC RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234) The Local Audit and Accountability Act 2014

NOTICE	NOTES
1. Date of announcement 14.6.17 (a)	(a) Insert date of publishing of this Notice
 2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for: Inspection: Any persons interested may inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2017 these documents will be available during the period specified in paragraph 4 on reasonable notice on application to the person in paragraph 3 below. Questions and objections to the external auditor: Local Government electors and 	Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice.
their representatives have rights to: • question the auditor about the accounting records: and	Ž.
 object to the accounts or any item in them. Written notice of an objection must be given to the external auditor and a copy sent to the Authority. Objections must concern a matter of which the external auditor could make a public interest report or apply for a declaration that an item of account is unlawful. The auditor can be contacted at the address in paragraph 5 below for this purpose. 	Other documents must also be published with this Notice: o approved Annual Governance Statement o approved Accounting Statements o Declaration of status of accounts
3. Person to which you can apply to inspect the accounts (b)	(b) Insert name, position, address
Name: CHRISTINE NEWTON. Position: CERIC + RFO. Address: THE PARISH OFFICE ANCASTER AUENDE Tel no: 01754 875032 Email: Chapelparishcauncil e gmail.com.	and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the
 Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 working days: (Accounts and Audit Regulations 2015, Regulation 15(1)) 	Publics rights are set out in the Accounts and Audit Regulations 2015
commencing on (c) 15.6	(c) The commencement date is treated as being the day following the publication of this notice and other documents as noted at (a) above. (Regulation 15(3))
and ending on (d) 2 14 1 why 2017	(d) The period for exercise of public rights between (c) and (d) must be a single period of 30 working days (Regulation 14(1)) and must include the first 10 working days of July. Exclude weekends and public holidays. (Reg. 15(1)(b))
5. Your appointed auditor is: Grant Thornton UK LLP (for the attention of Mark Heap) Royal Liver Building, Liverpool L3 1PS Tel: 0151 224 7200	
For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.	